Lafayette Arts and Cultural Resources Department

Website: http://www.cityoflafayette.com/113/Cultural-Resources

Organization Address: The Collective, 201 North Public Road, Lafayette, CO 80026

Position Title: Arts Administration & Event Assistant

Start and end date: Flexible

Organization Description:

About ACRD

Established in 2011, the Arts and Cultural Resources Department (ACRD) is the City of Lafayette’s municipal government unit responsible for supporting and promoting cultural arts activities to enhance the city’s livability and quality of life. The goals of ACRD are:

1) To support and develop community capacity for high quality arts and cultural programming.
2) To increase public infrastructure that enhances the cultural arts identity for Lafayette.
3) Promote arts and cultural programming to benefit Lafayette citizens and to attract audiences from surrounding areas and beyond.

Position Description:

Primary job duties will include:

1. Providing support for the Art Night Out event series. Tasks will include coordinating logistics related to vendor/display booth reservations and set up, and assisting with promotion through social media.
2. Working as a docent/host at The Collective. On Friday evenings and Saturdays the intern will staff the venue alone. Duties include greeting public visitors, sharing information about gallery exhibits, and answering questions about other cultural arts activities in the city.
3. Acting as a liaison and assistant to curators and artists involved in producing shows at The Collective. This includes acting as a primary contact point,
fielding requests and queries, scheduling hangings, and providing support to help ensure their experience is positive.

4. Providing support for See and Respond! by issuing the call for entries, gathering and organizing entries, promotion, and record keeping.

5. Supporting LCAC’s small grants program by tracking and gathering reports from grantees, sending reminders and instructions as needed.

6. Supporting the Marketing Assistant with communications. Tasks would include pre-scheduling social media posts, editing photos, and editing and reformatting submissions for ACRD’s newsletter Art Source.

7. Keeping the supplies cabinet stocked at The Collective, purchasing refreshments for events and receptions, and assisting with room set up and break down.

8. Other duties as assigned, depending on events and project needs. This could include assisting with art hangings, compiling attendance and evaluation data, running errands, etc.

**Qualifications:**

Demonstrated interest in the arts.

Experience interacting with the public in a professional setting. Key holder experience strongly preferred.

Superior interpersonal and verbal communications skills. Strong writing, proofreading, and copy editing skills.

Proficiency with Microsoft Word, Excel, and social media platforms required. Experience using Publisher, photo manipulation software, and working on newsletters and blogs, is strongly preferred.

Solid organizational skills and the ability to manage multiple projects with lots of moving parts.

Ability to work independently as a gallery host.

English-Spanish translation/interpretation skills would be extremely helpful.